

## Questions and Clarifications Memorandum

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**To:** Vendors Responding to RFP Number 4420 for the Mississippi Department of Education (MDE)  
**From:** David C. Johnson  
**Date:** November 12, 2021  
**Subject:** Responses to Questions Submitted  
**Contact Name:** Khelli Reed  
**Contact Phone Number:** 601-432-8194  
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The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

**Question 1:** RFP: (Section IV: Legal and Contractual Information, Item 28, page 19: Mississippi Department of Education Clause 28 - Ownership of Developed Software Ownership of Developed Software When specifications require the Vendor to develop software for the State, the Vendor must acknowledge and agree that the State is the sole owner of such developed software with exclusive rights to use, alter, or distribute the software without restriction. This requirement applies to source code, object code, and documentation. The State may be willing to grant the Vendor a nonexclusive license to use the State's software subject to devising acceptable terms and license fees. This requirement is a matter of State Law, and not negotiable. If the vendor is proposing a COTS solution, does this clause apply?

**Response:** **Section IV, Item 28 of the RFP, refers to ownership of developed software, if applicable. No, it does not apply to a COTS or non-developmental solution.**

**Question 2:** Att. A: (Section II.K Reports and Dashboards, Item 159, page 14): Please provide more details or a sample of the Notice of Arrival reports including when is the item considered arrived.

**Response:** **The Notice of Arrival report provides basic information about food items that have arrived at the State Distribution Agency (SDA) warehouse for each Recipient Agency (RA). When items are received by the contracted SDA warehouse, they are designated "arrived". Refer to Attachment B - Notice of Arrival Report Sample, which is incorporated herein by reference and posted on the same website location as this Questions and Clarification Memorandum.**

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**Question 3:** Att. A: (Section III.A Catalog/Survey Requirements, Item 178, page 16): Please define variable workflow approval processes.

**Response:** **This requirement just means that the workflow processes for the catalog and the survey functions are different.**

**Question 4:** Att. A: (Section VI.A Vendor Acknowledgement (Both Solutions), Item 279, page 27): Are there targeted timelines a vendor should consider for either/both solutions?

**Response:** **MDE is eager to transition to newer solutions as quickly as possible. It is anticipated that the FDP solution will transition first and then the APS solution. The Procurement Project Schedule indicates a Proposed Project Implementation Start-up date of March 1, 2022.**

**Question 5:** Att. A: (Section VI.H User Training and Documentation (Both Solutions), Item 321, page 32): Is MS DOE seeking a UAT environment for State Agency testing, and a separate Training environment accessible to outside Recipient Agency users?

**Response:** **Refer to Item 288. Vendor must establish a fully functional UAT-level testing environment which must be regularly maintained to mirror production, and which must remain accessible to authorized MDE users going forward. MDE does not require a separate training environment to be accessible to outside Recipient Agencies.**

RFP responses are due December 8, 2021, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Khelli Reed at 601-432-8194 or via email at [Khelli.Reed@its.ms.gov](mailto:Khelli.Reed@its.ms.gov).

cc: ITS Project File Number 45687

Attachment: Attachment B – Notice of Arrival Report Sample